

**CLASS TITLE: DEPUTY SUPERINTENDENT-ADMINISTRATION
(RI TRAINING SCHOOL FOR YOUTH)**

Class Code: 02567800

Pay Grade: 40A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Rhode Island Training School for Youth to be responsible for the administration and operation of the financial management of the institution; this includes, but is not limited to, the overall daily planning, development and direction and supervision of fiscal and human resources, facility operations and the culinary department; and to and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Superintendent with considerable latitude for the exercise of initiative and independent judgement; work is reviewed through consultation, observation and written reports; reports to the Superintendent the conformance or compliance of assigned personnel in regards to the institution's objectives, policies, instructions, directives, court orders, accreditation objectives and standards, and rules and regulations.

SUPERVISION EXERCISED: Supervises and evaluates all staff engaged in providing fiscal and human resources services, facility operations services and culinary services, volunteer services, recreational services, medical services, and psychological service.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide the institution with business management services.

To provide direction in the creation of financial systems and procedures that are beneficial to the Division's administration of its programs.

To serve as a fiscal resource to departmental leadership in the decision-making process by providing analyses, data and fiscal judgement.

To participate in the negotiations of labor contracts with several bargaining units.

To be responsible for the maintaining of the accounts of the institution's funds and providing administrative and technical control in the execution of the budget to ensure compliance plans or programs, preparing allotment changes as required.

To be responsible for the overall facilities' operations including physical plant (buildings and grounds), storeroom, maintenance and state vehicles.

To be responsible for the overall human resources component of the institution, including but not limited to personnel, payroll, and labor contracts administration.

To be responsible for the overall culinary department including procurement and personnel.

To be responsible for the overall volunteer services component of the institution, ensuring maximum programming.

To be responsible for the overall medical services component of the institution, ensuring the availability of appropriate medical staff and medical services.

To be responsible for the overall psychological services component of the institution.

To be responsible for the overall court services component ensuring daily representation within the Judicial System.

To be responsible for the interviewing and effective recommendation of potential employees within the administration component.

To be responsible for the maintenance of order of staff within the administration component, taking appropriate action, as necessary, up to and including disciplinary action.

To be responsible for the coordination of the on-call process.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of governmental accounting, budget execution, and control; the ability to plan and direct the execution of fiscal and management and methods studies and the composition of reports thereon; a thorough knowledge of office methods and procedure analysis and the ability to apply such knowledge; a working knowledge of the methods of building repair and maintenance; a thorough knowledge of the principles and practices of business administration; the ability to plan, develop, coordinate and supervise the work of a staff engaged in the performance of fiscal and administrative tasks, personnel and payroll tasks and facilities operations tasks; the ability to develop and direct an in-service training program; the ability to maintain effective relations with superiors, subordinates, fellow administrators, parents, public and private agencies, the community at large; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through possession of a Master's Degree from a recognized institution of higher learning in Public Administration or Business Administration or in a closely related field; and

Experience: Such as may have been gained through: employment in an administrative/managerial position within a public or private institution involving overall management of operations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 14, 1992

Editorial Review: 3/15/03